

**USDA DONATED FOOD INVENTORY REPORT**  
for  
**NATIONAL SCHOOL LUNCH PROGRAM**

Arizona Department of Education  
Child Nutrition Programs  
Food Distribution  
1535 West Jefferson Street - Bin 7  
Phoenix, Arizona 85007  
(602) 542-8700 or (800) 352-4558

Fax # (602) 542-6978 or (602) 542-1531

**DUE DATE:**

	<p>_____ <b>We have no USDA Donated Foods in inventory at this time. (If applicable)</b></p>
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**INSTRUCTIONS**

1. This *USDA Donated Food Inventory Report* must be signed on Page 3 and returned to our office **even though your program may not have USDA Donated Food in inventory at the present time.**
2. If your program has commodities stored off-site in **PRIVATE STORAGE** you must include them in this Report.
3. Do not alter the name of donated foods listed on these pages.
4. Contact the Food Distribution Program at the number listed in the upper left-hand corner when a transfer of commodity is needed or when USDA Donated Foods in your inventory exceed six month's usage.
5. Report only full cases/sacks or equivalent of full cases (whole units). Do not report partial/fractional units unless they will combine to equal a full case/unit.
6. ***USDA Donated Foods Inventory Reports are now due July 10 each year – no more January reports due.*** (New forms will be mailed to you each time). Make a copy of the completed and signed report for your files. A fax copy is acceptable for our records.
7. A physical inventory is to be taken to complete this report. ☐ **Last Day of School** \_\_\_\_\_ or ☐ **June 30, XXXX**
8. Add USDA Donated Food items in the blank lines on Page 3 of this report when you have items in inventory that are not already listed.
9. Failure to return this form will result in your school's commodity deliveries being placed on **HOLD**.

COMM CODE	DONATED FOOD	UNIT SIZE	UNITS ON HAND	COMM CODE	DONATED FOOD	UNIT SIZE	UNITS ON HAND
A343	Apples Fresh	37/40#		B020	Cheese Mozz Lite	8/6#	
A346	Apple Slices Frz	1/30#		B027	Cheese Redu Fat Shred	6/5#	
A350	Applesauce Cnd	6/#10		B031	Cheese Ched Shrd Yellow	6/5#	
A360	Apricots Cnd	6/#10		B032	Cheese Ched Shrd White	6/5#	
A061	Beans Green Cnd	6/#10		B035	Cheese Mozz Lite Shred	1/30#	
A079	Beans Pinto Cnd	6/#10		B037	Cheese Mozz Shredded	1/30#	
A085	Beans Refried Cnd	6/#10		B042	Cheese Mozz Frz	8/6#	
A091	Beans Veg Cnd	6/#10		B059	Cheese Processed Slc	6/5#	
A608	Beef Ground Frz	1/40#		B060	Cheese Processed	6/5#	
A626	Beef Patties 100% Beef	1/40#		B119	Cheese Blend Slc	6/5#	
A366	Blueberries Frz	1/30#		A515	Chicken Cut-up Frz	1/40#	
A100	Carrots Cnd	6/#10		A516	Chicken Breaded Frz	1/30#	

[illegible]

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